

Draft Minutes of the Maricopa HOME Consortium

**Public Meeting
November 17, 2016
9:30 a.m.**

Present: Matt Hess, City of Avondale (telephonically)
Amy Jacobson, City of Chandler (telephonically)
Barbara Bellamy, City of Chandler
Melissa Vizzerra, City of Chandler
Rudy Tietje, City of Chandler
Melanie Dykstra, Town of Gilbert
Renee Ayres-Benavidez, City of Glendale
Charyn Palmisano, City of Glendale
Jamie MacFarlane, City of Glendale
Melissa Galvez, City of Glendale
Jaime Gonzalez, City of Peoria
Michael Cardenas, City of Scottsdale
Alicia Rubio, City of Surprise
Elizabeth Garcia, City of Tempe
Rachel Milne, Maricopa County
Carissa Cyr, Maricopa County
Regina Marette, Maricopa County
Toni Bieber, Newtown CDC
Allen Carlson, Newtown CDC
Steve Langstaff, ARM of Save the Family
Krista Shockley, ARM of Save the Family

1. Call to Order and Roll Call-

At 9:34 a.m., Rachel Milne called to order the November 17, 2016 Maricopa HOME Consortium Public Meeting held in the Roosevelt Room, at 234 North Central Ave., 3rd Floor, Phoenix, Arizona 85004. Regina Marette called the roll and a quorum was established.

2. Approval of Minutes (10/20/16)-

Rachel called for a motion to approve the minutes of the October 20, 2016 monthly HOME Consortium Public Meeting. Melanie Dykstra motioned to approve the October 20, 2016 minutes. The motion was seconded by Charyn Palmisano and passed unanimously.

3. Ratification of Special Meeting held November 8th, 2016-

Rachel provided a description of the November 8th telephonic meeting which was held in direct response to two subrecipients requesting a copy of the Current Practices as referenced in the 2016-17 HOME contracts thirteen times. The County was at a loss of what to send as the Current Practices have not yet been completed. The most recently completed and approved Current Practices date back to 2009. The County Attorney determined that in order to remove reference to the Current Practices from the contracts, an action of the HOME Consortium was required. The telephonic meeting resulted in a 4 to 2 vote in favor of removing the reference to the Current Practice manual in the 2016 contracts.

Rachel announced that the item on today's agenda was to determine if the HOME Consortium would like to set a date to ratify the telephonic meeting because it narrowly missed compliance with the open meeting law 24-hour posting requirement. In order to ratify, another telephonic meeting notice would need to be publicly posted 72 hours in advance and the meeting would need

to take place by December 8. Rachel discussed that at this point, more than half the contracts have been approved by the BOS and the first option would be to move forward with the ratification, amending the contracts that have already been approved if ratified; option 2 would be to move forward with the contracts 'as-is' knowing that the Current Practice manual is on the County's strategic plan to complete in this fiscal year.

Charyn inquired if an option 3 might be to reference the Current Practices as 'amended' to cover any future amendments. Melanie inquired as to whether the reference needed to be in contracts to be binding. Renee Ayres-Benavidez noted that she was not in favor of removing the reference for Current Practices in contracts. Amy Jacobson concurred with Renee and noted that she would prefer the reference kept in contracts. After discussion relating to the Current Practices, how they were first developed, and the stage of the document today, members of the consortium agreed that although it may not be necessary to reference a policy/procedure manual in the contracts, these documents are required to be maintained, up to date and brought to the Consortium for review. The members also discussed that the Current Practice reference was not required to be in the CHDO contracts.

Charyn made a motion to not ratify the 11/08/16 meeting. The motion was seconded by Matt Hess and approved unanimously.

4. Current Practices-

Discussion on this item was focused on the need to remove reference to the Current Practices manual from the FY2016-2017 CHDO contracts. Allen Carlson echoed this need and agreed that it would be preferable to Newtown CDC that the reference be removed even though the contract approval would not be scheduled until a Board of Supervisors meeting in January.

Charyn made a motion to remove reference to the Current Practice manual from the FY2016-2017 CHDO contracts. The motion was seconded by Melanie Dykstra and approved unanimously.

5. FY2016-2017 Contract Update and Subrecipient Agreements-

Regina announced that the Cities of Glendale and Peoria Agreements were approved by the BOS on 11/16/16. The City of Scottsdale and the Town of Gilbert are scheduled for approval on the December 07, 2016 BOS agenda. The Cities of Avondale, Chandler, Surprise, and Tempe, along with the CHDO Agreements, will hopefully be on the first agenda of the New Year on January 17, 2017 pending City attorney approval of contracts.

6. Regional Homeless Programs Update-

Margaret Kilman, Homeless Coordinator for Maricopa County Human Services Department Housing and Community Development Division provided an update to the Consortium on the current activities of the homelessness projects of the County and the impact they have made in the past year with adults, children, youth and rapid re-housing efforts. She talked about the Funder's Collaborative and their collective impact on efforts and regional strategies to end homelessness.

7. Announcements and Information

- 2 CFR Part 200 -Renee Ayres Benavides will be providing a training early next year to the Consortium on the requirements of this regulation.
- Maricopa County Grants Accountant vacancy filled. New grants accountant will start early next month.
- Quarterly Performance Reports were due October 15-please submit if you haven't already.

7. Call to the Public-

Allen Carlson of Newtown CDC addressed the Consortium and asked for improved timeliness in processing CHDO pay requests.

8. Adjournment-

There being no other business, the Chair entertained a motion for adjournment by Alicia Rubio and seconded by Barbara Bellamy. The motion passed unanimously. The meeting was adjourned at approximately 10:30 a.m. The next scheduled public meeting will be January 19, 2017.

Respectfully submitted,



Regina Marete
Recording Secretary

DRAFT